

**NORTH CAROLINA OFFICE OF STATE PERSONNEL  
- PERSONNEL ACTION -**

1	Department/University <b>FAYETTEVILLE STATE UNIVERSITY</b>			Division/School or Department					Date Prepared <b>02-11-02</b>	Payroll Unit No. <b>086</b>	
2	Section/Division <b>PERSONNEL</b>			Description This Action <b>EOD (NEW HIRE)</b>					Effective Date <b>02-04-02</b>		
FHS KEY = 6088 20020211 151514				<b>EMPLOYEE INFORMATION</b>					Date form worked = <b>02-15-02</b>		
3	From Name-Last <b>BERNARD LISA</b>		First <b>LISA</b>	MI	HC	Vet	Birth Date <b>03-16-67</b>	Race <b>BLACK</b>	Sex <b>F</b>	Education <b>HI SCH</b>	Soc. Sec. No. <b>197-54-7652</b>
5	From Employee Classification Title <b>PROCESSING ASSISTANT III</b>			M/S	Sch. Code <b>00440</b>	W/H	Agg. Service <b>S</b>	Appt.Type <b>TMFT</b>	Grade <b>57</b>	Step <b>0</b>	Employee Salary <b>8.94</b>
7	From Ann. Date <b>3 MTHS</b>	TMLD/Temp Dur <b>40</b>	Hrs/Week <b>12.0</b>	If Perm-Mths/Yr <b>1.000</b>	Position Number <b>6088-1170-0009-123</b>			Old Pos <b>09123</b>	Citizen	Country <b>YES</b>	
9	Name of Employee Replaced			Last Salary							

**SEPARATION INFORMATION**

10	Reason for Separation				Last Work Day	Last Day Hours	Sep. Date/Hours		
11	Hrs Sick Lv	From (sick leave exhausted)	To	Hrs Vac Lv	From (vacation leave exhausted)	To	Lv pd-term	Vac Lv Balance	Sick Lv Balance

**POSITION INFORMATION**

12	From Position Classification Title <b>PROCESSING ASSISTANT III</b>	M/S	Sch. Code <b>00440</b>	W/H	Pos Type <b>TMFT</b>	Grade <b>57</b>	Step <b>12.0</b>	Mos/Wks <b>1.00</b>	Pos Val <b>4000</b>	Bud Salary
13	To									
14	From County <b>CUMBERLAND</b>	To County				City				

<b>FROM EMPLOYEE SALARY FUNDING INFORMATION TO</b>																
15	Budget Code	Object	Fund	Camp. Code	Univ. Account	S/F	Employee Salary	16	Budget Code	Object	Fund	Camp. Code	Univ. Account	S/F	Employee Salary	
A								A	<b>16088</b>	<b>1410</b>	<b>1170</b>	<b>01</b>	<b>600700</b>	<b>S</b>	<b>8.94</b>	
B								B								
C								C								
D								D								
E								E								
17	Total if more than one source							18	Total if more than one source							

**SALARY RESERVE INFORMATION**

19	Funds Available in Reserve	Funds To Be Placed In Reserve		
20	Budget Revision Number	Date	15 Digit Position Number	Old Position Number

**PERSONNEL, BUDGET COMMENTS OR INTERAGENCY TRANSFER INFORMATION**

21	AGENCY REQUESTING SALARY OF \$8.94 HR BASED ON MS. BERNARD'S 7 YRS + EXPERIENCE IN THE CLERICAL FIELD.											
22	Section/Division Approval			Division/School Department Approval			Department/Univ. Budget Approval			Department/University Approval <b>LEONARD C. COVINGTON (DGL)</b>		
23	OFFICE OF STATE PERSONNEL ACTION <b>THOMAS H. WRIGHT (CLG)</b>			BUDGET APPROVAL			Does not require State Budget approval					